



DEPARTMENT OF THE ARMY
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY
UNIT 5140
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1-1 ADA, Unit 5140,
APO AP 96368

SUBJECT: Policy Memorandum #7 – Serious Incident Reporting

1. References.

- a. AR 190-45, Law Enforcement Reporting, Chapters 8-9, 30 Mar 2007.
- b. AR 710-2, Supply Accountability Below the National Level, 08 Jul 2005.

2. Definition. Serious Incident Reports (SIR) cover any incident that might concern 94th AAMDC, 10th Support Group, or U.S. Army, Japan as a serious incident, regardless of whether it is specifically listed below. The lists are not inclusive and commanders will have flexibility to report incidents they deem reportable to the Battalion Commander. The complete HQDA list is defined in paragraphs, 8-2 and 8-3 in AR 190-45.

3. Policy. When a serious incident of command interest as defined below occurs involving Soldiers, civilian employees, or Family members of 1-1 Air Defense Artillery, the battery commander and the Battalion Executive Officer will notify the Battalion Commander immediately. The unit will notify the Battalion Staff Duty telephonically with an initial report. If the incident has not been reported to the military police, the unit commander or first sergeant will notify the military police when any Soldier in their unit is involved in a serious incident. In cases where the unit is unaware of the event involving a Soldier, civilian employee, or Family member, the staff agency or organization responding to the incident will immediately notify the unit of assignment. Subsequent to the initial report, the unit will submit a digital or hard copy Serious Incident Report (SIR) using the enclosed format to the 1-1 ADA Battalion Commander within 4 hours of the time of the incident (daytime) or by 0900 (after duty hours). Serious incidents that must be reported include:

- a. Any event that the commander judges of command interest.
- b. Death or serious injury of a Soldier, civilian employee, or Family member.
- c. Receipt of higher headquarters deployment notification, mobilization unit notification, or orders/messages. (In these instances a copy of the notification message may be submitted in lieu of a SIR. This includes any change in Force Protection Condition levels.)
- d. Serious crimes committed by or against a Soldier, Family member, Department of Army Civilians. This includes, but is not limited to murder, manslaughter, aggravated assault, serious vehicular violations,

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kidnapping, rape, robbery, distribution of controlled substances, and any cultural or interservice offense that brings discredit on the battalion or U.S. Army.

e. Attempted suicide or suicide gesture as diagnosed by a designated mental health professional.

f. Any incident involving a firearm, ammunition or explosives, or the loss of a sensitive or controlled item per AR 710-2.

g. All sexual-related offenses or attempts (rape, sodomy, assault, or indecent acts). This includes all sexual related offenses, abuse, or assaults involving a child less than 18 years of age.

h. Any inquiry by the media pertaining to incidents of Soldiers, Family members, or Department of Army Civilians assigned to 1-1 ADA.

i. Any training accident involving the potential for death, serious injury of any involved persons, or that result in the damage or loss of property or equipment exceeding \$2,000.

j. Any event that will likely result in negative community or media impact.

k. Major environmental accident or Tsunami/Typhoon Warning (TCCOR 1C/1E/1R if during a normal duty day).

l. Change of DEFCON or FPCON on any military installation on Okinawa.

4. During periods when the Battalion Commander is in a TDY/leave status, personnel will file their reports with the acting Battalion Commander, who will in turn notify the Commanding General.

5. Upon notification by the military police that they have apprehended a Soldier or DA Civilian, a member of the chain of command will immediately report to the Military Police Station to sign for and take custody of the Soldier or DA civilian. Platoon Sergeants and above may sign for the Soldier. Soldier will be immediately counseled in writing regarding his actions and provided necessary instructions to ensure Soldier's safety and well-being.

6. No hard or digital copy SIRs will be furnished to any outside agency, headquarters, or command without prior release authorization by the Commanding General or his designated representative. Once release authority has been granted, unit is authorized to submit incident reports to 10th Support Group and USARJ Command Centers. The intent of this prohibition is to ensure that Commanding General 94th AAMDC have been properly notified prior to the notification of another MACOM.

7. Reporting format: Refer to Enclosure 1 (Serious Incident Report Formats).

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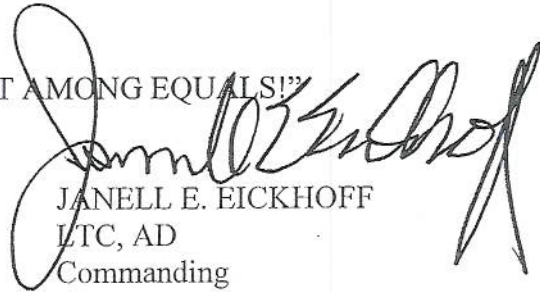
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8. This policy letter will remain in effect until canceled or superseded. The Battalion Executive Officer is the proponent for this policy.



FINIS A. DODSON
CSM, USA
Battalion Command Sergeant Major

"FIRST AMONG EQUALS!"



JANELLE E. EICKHOFF
LTC, AD
Commanding

Enclosure 1: Serious Incident Report Format

a. For initial reports, use this complete format and complete with latest information the unit has. Submit subsequent add-ons or corrections as necessary.

This format is used with every method of reporting. Do not omit paragraphs or subparagraphs. If information is not known at the time of reporting, enter "unknown" where appropriate.

Subject: The SIR number. This number will always be a six-digit number. The first two digits will contain the last two digits of the calendar year in which the report is being prepared. The last four digits, beginning with 0001, are the sequential number for reports submitted to HQDA in that calendar year.

Paragraph:

1. Category: Indicate Category 1 or 2.

2. Type of incident. Indicate type of offense or incident, such as "suicide, murder, or undetermined death." If multiple offenses are involved, list in order of the most serious first. Do not add terms such as "suspected" or "alleged" or attempt to couch the incident in favorable terms.

3. Date and time. Enter date-time group when the incident occurred using local time. If exact time is unknown, enter "unknown" followed by a window of date-time groups in which the incident might have occurred.

4. Location. Enter specific type of structure, facility, or area and exact address or location where the incident occurred; for example, on-post, off-post, troop barracks, hospital ward, arms room, building number, open field, quarters address.

5. Other information.

a. Racial. Indicate by stating "yes" or "no" whether not the incident was motivated in whole or in part by race. If racial, explain circumstances fully in paragraph 8, Remarks. If race or ethnic factors are suspected, but not confirmed, report "yes."

b. Trainee involvement. Indicate by stating "yes" or "no" whether or not incident involved a trainee, or a student in the Army School System, as the victim. For such victim, indicate whether Active Army, ARNG, or USAR. Also, for ARNG or USAR victim, indicate initial active duty for training, annual training, or active duty for training status. Explain circumstances fully in paragraph 8, Remarks, if necessary.

6. Personnel involved. List data pertaining to subject and victim. If no identified subject and victim exist, state "none." Do not list "U.S. Government" as victim.

a. Subject: (1) Name: (last, first, middle).

(a) Rank or grade: For military, enter proper abbreviation of rank; for civilian employees, enter category and grade, that is, "WG6," "GS11," or "GM14"; for other civilians, including family members, enter "civilian."

(b) Social Security Number: Self-explanatory. For those who do not have an SSN, for example, foreign nationals, state "none."

(c) Race: Use appropriate terms from AR 680-29, in other words, "white," "black," "American Indian," and so forth.

(d) Sex: Self-explanatory.

(e) Age: Self-explanatory.

(f) Position: If military, enter duty assignment; if civilian employee, enter job title; if family member, enter relationship to sponsor, that is "family member-spouse." For other civilians, enter occupation.

(g) Security clearance: Enter "Top Secret," "Secret," or "Confidential," or "none," as appropriate.

(h) Unit and station of assignment: If military, enter the unit designation and address; if civilian employee, enter the organization name and address; if family member, enter the rank and name of followed by the home address; if other civilian, enter the home address.

(i) Duty status: If military, enter "on duty," "leave" or "absent without leave (AWOL)," as appropriate; for civilian employees, enter "on duty," "off duty," as appropriate. For other civilians, to include family members, enter "NA" (not applicable).

List additional subjects in consecutive paragraphs, such as, a(2), a(3), and so forth, and repeat all data elements in a(1)(a) through (i), above.

b. Victim:

- (1) Name: (last, first, middle).
- (a) Rank or grade.
- (b) Social Security Number.
- (c) Race.
- (d) Sex.
- (e) Age.
- (f) Position.
- (g) Security clearance.
- (h) Unit and Station of Assignment.
- (i) Duty status.

List additional victims in consecutive paragraphs, such as, b(2), b(3), and so forth and repeat all data elements in b(1)(a) through (i), above. (Note: Identifying data is needed for subjects and victims only. Other persons related to the report such as witnesses or complainants can be included in paragraph 7 with brief descriptive data, such as, "LTC Tom Smith, CDR, 1-66TH INF BN, discovered. . .")

7. Summary of incident. Provide a brief, narrative summary of the incident. Tell the who, what, where, why, and how that is basic to law enforcement reporting. Include such information as estimated dollar loss, medical condition of victims, or disposition of offenders. Avoid jargon and trivial data that is not needed at HQDA level, such as, license numbers and colors of vehicles, or Military Police patrol designations. Do not include descriptions of subjects and victims provided in paragraph 6.

8. Remarks. Provide any additional information that helps explain the incident or comment on any impacts on the installation or actions taken because of the incident. Provide the corresponding military police report number and, if appropriate, the USACIDC report of investigation (ROI) number.

9. Publicity. Note the extent and type of news media coverage anticipated, that is, "National television coverage has occurred." or "Local print media inquiries have been received." This determination is best made by the Command public affairs office.

10. Commander reporting. Enter rank and full name of reporting commander.

11. Point of contact. Enter rank, name, defense switched network (DSN) telephone number, and e-mail address of person to call for additional information.

12. Downgrading instruction. Provide downgrading instructions for classified report or removal date of FOUO markings, as appropriate.

- b. Use this format for SIR as additional information becomes available:

Subject: Use the same number as the original SIR, followed by "add-on."

Paragraph:

1. *Type of incident.* Repeat type of incident indicated on original SIR.
2. *Date and time.* Repeat date-time group of incident shown in original SIR.
3. *Additional information.* Provide information that supplements or adds to that provided in the original SIR or answers questions posed by higher headquarters. Repeat information only where necessary for clarity.
4. *Commander reporting.* Enter rank and full name of installation commander reporting.
5. *Point of contact.* Enter rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.

- c. Use this format to make necessary corrections to previously reported incidents:

Subject: Use the same number as the original SIR followed by the word "correction."

Paragraph:

1. *Type of incident.* Repeat type of incident shown in original SIR.
2. *Date and time.* Repeat date-time group of incident shown in original SIR.
3. *Correction.* Identify the erroneous data and give the correct information. If a correction is made to the SIR number, all reports following the correction report, if any, will refer to the SIR by the correct number.
4. *Commander reporting.* Self-explanatory.
5. *Point of contact.* Enter the rank, name, and DSN telephone number of person to call for additional information.
6. *Downgrading of classified material.* Provide downgrading instructions for classified reports or the removal date of FOUO protective markings, as appropriate.